

# How to apply for Federal Tuition Assistance in GoArmyEd

NON-LOI SCHOOL

Presented by  
Indiana ARNG Education

# Completing Your Common Application and Registering with GoArmyEd

# Go to [www.goarmyed.com](http://www.goarmyed.com)

Welcome to GoArmyEd! 01 01 - Windows Internet Explorer

<https://www.goarmyed.com/login.aspx>

Search...

★ Favorites    New Tab    Education Benefits Online    IMARC    milBook Home Group Ed...    USFPO WEB PAGES    Army Knowledge Online    ARNG Personnel Intranet ...    GI Bill Benefits - Tuition A...

Welcome to GoArmyEd! 01 01

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## GoArmyEd®

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Home

Tuition Assistance (TA) Policies

Education Centers

✚ Earn a Degree or Credential

✚ Programs and Services

✚ Money for College

✚ GoArmyEd

✚ eArmyU

College of the American Soldier

School Account Request for Up Front TA

✚ Help

Welcome to GoArmyEd

Replay

# GoArmyEd

About GoArmyEd

GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard and Army Reserve Soldiers to request Tuition Assistance (TA) online, anytime, anywhere for classroom and distance learning. It allows Soldiers to manage their education records including college classes, testing, on-duty classes and Army Education Counselor support.

GoArmyEd is used by:

Learn About GoArmyEd

View GoArmyEd Video

GoArmyEd Log In

Registered Users Log In

User Name:

Password:

Go

[Forgot your user name and/or password?](#)

[Pop-up blocker help](#)

[Need to Register/Activate your account in GoArmyEd?](#)


About ACES


GoArmyEd is the gateway to all Army Continuing Education System (ACES) programs and services.

[Learn About ACES](#)

CAS

Register with GoArmyEd

 **NEW USER**

 **NEW SCHOOL**

News And Announcements

No GoArmyEd news at this time... [News](#)

National Guard News

Internet | Protected Mode: Off    100%    12:23 PM

# New User Information

Welcome to GoArmyEd! - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/New\_User\_SSN\_DOB\_Check.aspx

Welcome to GoArmyEd!

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Welcome to GoArmyEd!

Helpdesk

Search

New Users

Enter your Social Security Number and Date of Birth in order to register with GoArmyEd.

\*Social Security Number:  \*Required

(Format: 999999999 or 999-99-9999)

\*Date of Birth:  \*Required

(Format: MM/DD/YYYY or MM/DD/YY)

Submit

Your Information is Secure.

(SSL) encryption to ensure that com and your computer is information is stored on our ver.

Enter your full SSN and Date of Birth

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# Personal Information

User Registration - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/New\_User\_Registration\_Wizard.aspx

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User Account Activation

Personal Information

Registration Confirmation

Verify and update your information below and select the "Submit" button. Once you have submitted the information, you will receive a username to the email address provided. It is very important to provide a valid email address. You will need this information to access your view of the portal. If you are entering an APO address, make sure you select USA as country. **To ensure accurate and timely delivery of GoArmyEd materials, any address containing a PO Box number must also include a valid street address.** This restriction does not apply to individuals using the APO mail system. Also a valid email address is required to support your account creation process and to receive your user name which is needed for you to log into GoArmyEd.

All fields marked with an asterisk (\*) are required and must be completed before submitting this form.

Personal and Military Information

\* Social Security Number: XXX-XX-XXXX

\* First Name: Sarge

Middle Name:

\* Last Name: Soldier

Suffix:

\* Total Army Component G - National Guard

Contact Information

\* Address Line 1: 20 12<sup>th</sup> Street West

Address Line 2:

Address Line 3:

Address Line 4:

\* City: St. Paul

\* Primary Phone:

Alternate Phone:

DSN:

\* Preferred Email: ngmneducation@ng.army.mil

\* Confirm Email: ngmneducation@ng.army.mil

Enter your personal and contact information into all fields.

Done

User Registration - ...

Microsoft PowerPoi...

Personalization

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# Personal Information Cont.

User Registration - Windows Internet Explorer

https://www.goarmyed.com/UserRegistration/New\_User\_Registration\_Wizard.aspx

Search...

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User Registration

All fields marked with an asterisk (\*) are required and must be completed before submitting this form.

### Personal and Military Information

\* Social Security Number: XXX-XX-XXXX

\* First Name: Sarge

Middle Name:

\* Last Name: Soldier

Suffix:

### Contact Information

\* Address Line 1: 20 12<sup>th</sup> Street West

Address Line 2:

Address Line 3:

Address Line 4:

\* City: St. Paul

\* State: MN

\* Zip Code: 55155

\* Country: USA

\* Primary Phone: 651-282-4589

\* Alternate Phone: 651-282-4589

\* Preferred Email: ngmneducation@ng.army.mil

\* Confirm Email: ngmneducation@ng.army.mil

\* AKO Email: ngmneducation@ng.army.mil

\* How did you hear about GoArmyEd? Education Counselor

Save and Continue

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12:29 PM

Done

User Registration - ... Microsoft PowerPoi... Personalization

\*Make sure you provide a phone number and email you check regularly as notifications will be directed to these.

Once complete click Save and Continue

# Registration Confirmation

User Registration - Windows Internet Explorer

https://www.goarmyed.com/UserRegistration/New\_User\_Registration\_Wizard.aspx

Registration Confirmation

**Personal Information** ✓  
**Registration Confirmation**

**Registration Confirmation**

**Congratulations!**

You have successfully activated your account in GoArmyEd. Your **user name** is **EDU011**. Please save your user name. You will need it to login to GoArmyEd. Once you create your password and select lost password questions, you may log into GoArmyEd.

**Create Password:**

Please create your GoArmyEd password. When selecting a new password, be sure you adhere to the Army Password Requirements. Please note there are new password requirements. For security reasons, you will not have access to GoArmyEd until your password has been successfully created.

\*New Password:

\*Confirm New Password:

**Lost Password Questions:**

Please provide answers to three lost password questions before proceeding.

**Instructions:** Selecting questions and answers below will enable you to reset your password as secure as your password. You must answer all the questions before you can submit. Fields marked with an \* are required.

\*Question 1  
< Select >

\*Question 2

\*Question 3

Answer 1

Answer 2

Answer 3

[Return to Homepage](#) [Save and Continue](#)

**Your Username for logging in is shown here. Make sure to write it down and save a copy somewhere you will not lose it. ACES will send you a confirmation email also.**



# Registration Confirmation Cont.

User Registration - Windows Internet Explorer

https://www.goarmyed.com/UserRegistration/New\_User\_Registration\_Wizard.aspx

Registration Confirmation

Personal Information ✓  
Registration Confirmation

**Registration Confirmation**

**Congratulations!**  
You have successfully activated your account in GoArmyEd. Your **user name** is EDU01...  
create your password and select lost password questions, you may log into GoArmyEd.

**Create Password:**  
Please create your GoArmyEd password. When selecting a new password, be sure you adhere to the password requirements. For security reasons, you will not have access to your account until you create a password.

\*New Password:

\*Confirm New Password:

**Lost Password Questions:**  
Please provide answers to three lost password questions before proceeding.

**Instructions:** Selecting questions and answers below will enable you to reset your password in the event that you forget your password. Answers to these questions should be kept as secure as your password. You must answer all the questions before you can submit the form.  
Fields marked with an \* are required.

\*Question 1  
Where is your high school located?

\*Question 2  
What are the last four digits of your driver's license number?

\*Question 3  
What is your favorite color?

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Password must contain at least two uppercase letters, two lowercase letters, two numbers, two special characters and be at least 14 characters long.

Once complete click Save and Continue



# TA Benefits Verification

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

TA Request | SharePoint MN NG | Zimmerman Map - Map o...

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Welcome back, SGT Eric Rasmussen.

Helpdesk | Logout | Search

Request TA Benefits

## Step 1: TA Benefits Verification

[Step 2: Training](#)  
[Step 3: Statement of Understanding](#)  
[Step 4: Home School and Degree Plan](#)  
[Step 5: Common Application](#)  
[Step 6: Submit Request](#)

To request access to Army Tuition Assistance, complete the following steps.

This Wizard has six steps and takes approximately 30 minutes to complete. You can save your work from within the Wizard and resume work at a future time by selecting the Request TA Access Link from your GoArmyEd homepage.

Once you've completed your request and submitted it, you will be able to Request TA Benefits and enroll in classes in GoArmyEd.

For additional information about who is eligible for TA and TA Policies or to start your TA Account Request Wizard, please select from the following links:

- [TA Eligibility Overview](#)
- [TA Rates and Fees](#)

- ✓ Your record was found in the Army's Personnel Record Database.
- ✓ Records indicate your highest degree earned to date is Test-Based Equivalency Diploma.
- ✓ Congratulations! You may be eligible for TA benefits.

[Return to Homepage](#) [Save and Continue](#)

Click Save and Continue

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TA Request - Windo... | Training and Comm... | Microsoft PowerPoi... | Personalization | 02- Federal Tuition ...

12:57 PM

# GOARMYED Training

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

Choose Video to launch a 4 minute training video or Presentation to read through 16 slides.

Welcome back, SGT Eric Rasmussen.

Request TA Benefits

Step 1: TA Benefits Verification ✓  
Step 2: Training  
Step 3: Statement of Understanding

Prior to using Tuition Assistance benefits, you must complete GoArmyEd training to understand roles, responsibilities, and requirements. You must complete the training video or read the presentation.

This button must be selected after completing training.

LAUNCH VIDEO OR LAUNCH PRESENTATION

I certify that I have completed the GoArmyEd training.

Return to Homepage Save and Continue

Click Save and Continue

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## Step 3: Statement of Understanding

Step 1: TA Benefits

**\*\*If this screen does not appear, proceed to next slide.**

**When you complete this step, continue to slide 12.**

The Annual Tuition Assistance Statement of Understanding (Annual TA SOU) serves to apprise your Commander of the requirements of Army Tuition Assistance as stipulated in AR 621-5 and the conditions that support successful completion of your educational goals. It also serves to confirm your own understanding of TA policies and duty requirements which may prohibit class attendance. Soldiers are required to upload a signed Annual TA SOU to their eFile in GoArmyEd each year to continue using TA Benefits.

Download Annual TA SOU:

Download an Annual TA SOU using the link below.

[Annual TA SOU Form](#)

You must download or print an Annual TA SOU.

AND

Upload Signed Annual TA SOU:

After your Annual TA SOU is signed, upload it below

Transaction Type: Tuition Assistance Statement

Select a file to upload:

Browse

You must fill out the SOU and have your Commander sign it.

You will then scan the document to your computer and upload.

Note: File size is limited to 4096KB. Please zip the file if it exceeds 4096KB. Upload time will vary depending on the connection speed.

Choose Existing Annual TA SOU:

Could not find any existing Annual TA Statement of Understanding (TA SOU)

Once uploaded, Click Save and Continue.

Return to Homepage

Save and Continue



# Statement of Understanding

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

Search...

TA Request GoArmyEd TA Training SharePoint MN NG Zimmerman Map - Map o...

Request TA Benefits

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
**Step 3: Statement of Understanding**  
Step 4: Home School and Degree Plan  
Step 5: Common Application  
Step 6: Submit Request

ALL Soldiers are required to acknowledge and authenticate an electronic version of the Army Tuition Assistance (TA) Statement of Understanding (TA SOU) at the beginning of each term prior to course enrollment. Soldiers who do not acknowledge the TA SOU will not be able to complete TA Request.

repeated, because college credits are not transferable, (e.g. course taken by a non-regionally accredited school which are not accepted by a regionally accredited school) must be funded through means other than TA.

**6. ACTIVE DUTY/RESERVE DUTY SERVICE OBLIGATION (ADSO)/(RDSO):**  
If I am an Active Duty Commissioned Officer or Commissioned Warrant Officer, I understand I incur an ADSO of two years, or if I am an officer in the Army Reserve (including mobilized officers) I incur a RDSO of four years after completion of the last course for which TA is provided unless involuntarily separated by the Army. I understand if the Army discharges me for misconduct before I complete the ADSO/RDSO, I must reimburse the Army the amount of TA that represents the unserved portion of the ADSO/RDSO. If approved for voluntary separation by the appropriate Officer Personnel Management Directorate (OPMD) Functional Area Division, I will be required to reimburse the amount of TA representing the unserved portion of the ADSO/RDSO. The ADSO reimbursement of TA will not take place prior to OPMD Functional Area Division approval of request for voluntary separation.

**7. REQUESTING TUITION ASSISTANCE:**  
I understand that I will be required to provide course and cost verification data to the Army and provide a copy of the TA Request Form to my school to complete the enrollment process for schools that do not upload their courses in GoArmyEd. Failure to request Tuition Assistance via the GoArmyEd portal prior to the start of the class or the school's late registration period will result in the denial of TA IAW AR 621-5. It is my responsibility to process class enrollments, drops and withdrawals both with my school and in the GoArmyEd portal.

I agree to the terms of the Army Tuition Assistance Statement of Understanding and agree to the conditions for the use of tuition assistance as verified by my authentication.

☒ Yes  
☐ No

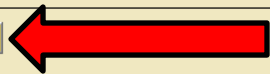
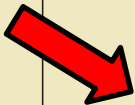
Please Enter Your Password: .....

Return to Homepage Save and Continue

Click Save and Continue

Done Internet | Protected Mode: Off 100% 1:16 PM

Verify you read the SOU and enter your password.



Click Save and Continue

# Home School Selection

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

Search...

Favorites New Tab Education Benefits Online IMARC milBook Home Group Ed... USPFO WEB PAGES Army Knowledge Online ARNG Personnel Intranet ... GI Bill Benefits - Tuition A...

TA Request GoArmyEd TA Training SharePoint MN NG Zimmerman Map - Map o...

Page Safety Tools

**GoArmyEd**

Welcome back, SGT Eric Rasmussen.

Helpdesk Logout Search

**Request TA Benefits**

**Step 4: Home School and Degree Plan**

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
Step 4: Home School and Degree Plan  
Step 5: Common Application  
Step 6: Submit Request

\*Home School:

[Link to Search Schools...](#)

\*Degree Type:  
<SELECT>

\*Degree Plan:  
<SELECT>

\*Degree Level:  
<SELECT>

Return to Homepage Save and Continue

From this screen you will select your home school. If you attend multiple schools select the school you will receive your degree from.

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TA Request - Windo... Training and Comm... Microsoft PowerPoi...

# School Search

School Search - Windows Internet Explorer

https://www.goarmyed.com/search/schoolsearch.aspx



**School Search**

To find a school, enter all or a portion of the name in the 'School Name' field and select the Search button. Use city and state information if known. Schools matching your criteria will be displayed. Once found, click on the desired value.

Some schools' names may be listed multiple times if they have more than one campus. If you do not find your school and you searched by city or state, please note that some schools are operating under one central campus that spans multiple states. Try searching by only school name.

If a school is not found, it may not have set up a school account with GoArmyEd. A school must have an account with GoArmyEd before TA may be used at the school. Create a helpdesk case with the subject line "School Not Found" if you cannot find your school for further assistance.

Note: Suspended and Inactive schools are currently ineligible to receive Tuition Assistance.

School Name:

City:

State:

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Schools may be searched by name and location by clicking the "Link to Search Schools"

search...

Tuition A...

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2:02 PM



# School Search Cont.

School Search - Windows Internet Explorer

https://www.goarmyed.com/search/schoolsearch.aspx

**GoArmyEd**

**School Search**

To find a school, enter all or a portion of the name in the 'School Name' field and select the Search button. Use city and state information if known. Schools matching your criteria will be displayed. Once found, click on the desired value.

Some schools' names may be listed multiple times if they have more than one campus. If you do not find your school and you searched by city or state, please note that some schools are operating under one central campus that spans multiple states. Try searching by only school name.

If a school is not found, it may not have set up a school account with GoArmyEd. A case with the subject line "School Not Found" if you cannot find your school for further assistance.

Note: Suspended and Inactive schools are currently ineligible to receive Tuition Assistance.

School Name:   
City:   
State:

**School Results**

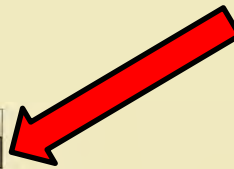
School Name	City	State	Action
Minnesota State University Moorhead	Moorhead	MN	<input type="button" value="Add"/>

Page 1 of 1 View 1 - 1 of 1

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Done

Once your school appears you may add it as your home school by clicking the "ADD" button.



search...

Tuition A...

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**U.S. ARMY**

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# Home School Selection Cont.

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

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Welcome back, SGT Eric Rasmussen.

Helpdesk Logout

Request TA Benefits

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
**Step 4: Home School and Degree Plan**  
Step 5: Common Application  
Step 6: Submit Request

**Step 4: Home School and Degree Plan**

\*Home School:  
Minnesota State University Moorhead

\*Degree Level:  
Associate

\*Degree Name:  
Criminal Justice

Return to Homepage Save and Continue

Select the level of education you wish to achieve and the title of your degree program.

Click Save and Continue

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# Contact Information Verification

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

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Welcome back, SGT Eric Rasmussen.

Request TA Benefits

Step 5: Common Application

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
Step 4: Home School and Degree Plan ✓  
Step 5: Common Application  
Step 6: Submit Request

**Contact Information** Demographic Information Prior Education

Your Common Application is used to process school admissions and other educational requests. You may save your application to complete it at a later time.

All fields marked with an asterisk (\*) are required and must be completed before submitting this form.

**General Information**

Last Name: SGT Soldier  
First Name:  
Middle Name or Initial:  
List other names under which transcripts, exam scores, or other academic records are maintained (enter each full name with a comma.)

**Mailing Address**

Current Address: 20 West 12<sup>th</sup> Street,  
St. Paul MN 55155

**Contact Information**

Primary Phone Number: 651-282-4589  
Geographic Education Center: Not Identified Geo Ed Center  
\*Military Occupation Specialty (MOS): 11B - INFANTRYMAN

Return to Homepage Save and Continue

Verify your contact information is correct and add any previous maiden names or name changes.

Click Save and Continue

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# Demographic Information

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

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Welcome back, SGT Eric Rasmussen.

Request TA Benefits

Step 5: Common Application

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
Step 4: Home School and Degree Plan ✓  
Step 5: Common Application  
Step 6: Submit Request

Contact Information Demographic Information Prior Education Additional Information

Your Common Application has been successfully saved.  
Your application will NOT be sent to the school if you do not 'Submit' the Common Application.

Country Of Citizenship  
USA

If you are not a citizen of the USA or a U.S. territory, what is the date of issuance?

\*Are you Hispanic or Latino? (choose only one)

☒ No, not Hispanic or Latino

☐ Yes, Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other culture or origin, regardless of race.)

\*What is your Race? (choose one or more)

☐ American Indian or Alaska Native (A person having origins in any of the original peoples of North America and who maintains a degree of Indian ancestry.)

☐ Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent and the Philippines Islands, Thailand, and Vietnam.)

☐ Black or African American (A person having origins in any of the black racial groups of Africa.)

☐ Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

☐ White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

☐ Other

☒ Prefer Not to Respond

\*Date Of Birth  
06/14/1975

\*Gender  
☒ Male ☐ Female

\*Do you currently have any disabilities? (Check all that apply.)

Fill out your demographic information. You must select yes or no for the Hispanic or Latino question. Race information is optional but you must select "Prefer Not to Respond" if you do not wish to reveal this information.

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2:07 PM

# Demographic Information Cont.

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

TA Request M State -

\*Are you Hispanic or Latino? (choose only one)

☒ No, not Hispanic or Latino

☐ Yes, Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

\*What is your Race? (choose one or more)

☐ American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)

☐ Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

☐ Black or African American (A person having origins in any of the black racial groups of Africa.)

☐ Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

☒ White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

☐ Other

☐ Prefer Not to Respond

\*Date Of Birth

12/13/1636

\*Gender

☒ Male ☐ Female

Do you currently have any disabilities? (Check all that apply.)

☒ No Disabilities ☐ Physical ☐ Medical ☐ Learning ☐ Other ☐ I prefer not to respond

\*Is English your primary language?

☒ Yes ☐ No

If 'No', what is your primary language?

Have you taken the Test of English as a Foreign Language (TOEFL)?

☐ Yes ☒ No

\*Parent's highest level of education:

☐ GED ☐ High School ☐ Certificate ☐ Associate's ☒ Bachelor's ☐ Master's or higher ☐ Other

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Note this question is about your **PARENT'S** education level

Click Save and Continue



# Prior Education

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

TA Request M M State -

Request TA Benefits

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
Step 4: Home School and Degree Plan ✓  
Step 5: Common Application  
Step 6: Submit Request

## Step 5: Common Application

Contact Information Demographic Information **Prior Education** Additional Information

Your Common Application has been successfully saved.  
Your application will NOT be sent to the school if you do not 'Submit' the Common Application.

\*What is the highest level of education you have completed?

☐ GED  
☒ High School  
☐ Certificate  
☐ Associate's  
☐ Bachelor's  
☐ Master's or higher

High School Attended: [Search for High School](#)

City: State: Country: Zip:

USA

\*High School Graduation Date or Date GED Earned: (If you have not received at least a GED, please see an Army Education Counselor Immediately.)

2005

\*Which of the following statements best characterizes your prior higher education experience?

☐ I have never taken a college class.  
☐ I have taken a college class, but not within the past 12 months.  
☐ I have taken a college class within the last 12 months.

### Prior College Attendance

\*Approximately how many undergraduate college credits have you earned to date?

☐ None  
☐ Less than 30

Enter your High School Information

Internet | Protected Mode: Off 100% 2:12 PM



# High School Selection

**Instructions:**  
To search for your high school, enter any or all parts of your high school name and select Search. If you do not find your high school listed, select the Other High School link and enter it manually on the subsequent page.

Enter High School Name (all or part):  [Other High School](#)

High School Name	High School City	High School State	High School Zip
OSSEO SENIOR HIGH - MN	OSSEO	MN	55369

Click on the High School to populate the Common App.

High Schools may be searched, similar to the previous college input.

(my Education Counselor Immediately.)

Internet | Protected Mode: Off

# College Attendance Information

TA Request - Windows Internet Explorer

https://www.goarmyed.com/UserRegistration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

TA Request M State -

**College or University #4**

College or University Attended: [Search for College](#)

City: State: Country: Zip:

Degree Earned: Start Date:

**College or University #5**

College or University Attended: [Search for College](#)

City: State: Country: Zip:

Degree Earned: Start Date: End Date:

**Additional Colleges Attended**

Include complete college or university names and dates of attendance.

Example: University of Virginia - Oct 97 to Jun 98; University of San Diego - Nov 99 to May 01.

[Return to Homepage](#) [Save and Continue](#)

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Internet | Protected Mode: Off

2:18 PM

Enter the information for any colleges you have attended. If you attended more than five enter them in the box below.

Click Save and Continue

# Additional Information

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

TA Request M M State -

GoArmyEd®

Welcome back, SGT Eric Rasmussen.

Helpdesk Logout Search

Request TA Benefits

Step 5: Common Application

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
Step 4: Home School and Degree Plan ✓  
Step 5: Common Application  
Step 6: Submit Request

Contact Information Demographic Information **Prior Education** **Additional Information**

Your Common Application has been successfully saved.  
Your application will NOT be sent to the school if you do not 'Submit' the Common Application.

\*Have you taken the SAT?  
☐ Yes ☒ No  
If "Yes", indicate the date on which you last took the test:  
[ ] [ ]

\*Have you taken the ACT?  
☐ Yes ☒ No  
If "Yes", indicate the date on which you last took the test:  
[ ] [ ]

\*Have you ever taken a distance learning or online course?  
☐ Yes ☒ No

\*Have you ever applied to or been enrolled in a degree program at your desired home school?  
☐ Yes ☒ No  
If "Yes", when?  
From [ ] [ ] To [ ] [ ]

\*How soon would you like to enroll in your first course at your desired home school?  
☒ I would like to enroll in a course at my desired Home School immediately.  
☐ I would first like to take one or more courses at an alternative GoArmyEd school before attending my desired Home School.

\*In a brief paragraph, state the name of your school and your degree (e.g. BS Psychology) and describe your reason for wanting to attend the school to which you are applying (Limit: 3000 characters):

Fill out any additional requested information.

Internet | Protected Mode: Off 100% 2:49 PM



# School Selection Explanation

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

TA Request M State -

Have you ever applied to or been enrolled in a degree program at your desired home school?

☐ Yes ☒ No

If "Yes", when?

From  To

\*How soon would you like to enroll in your first course at your desired home school?

☒ I would like to enroll in a course at my desired Home School immediately.

☐ I would first like to take one or more courses at an alternative GoArmyEd school before attending my desired Home School.

\*In a brief paragraph, state the name of your school and your degree (e.g. BS Psychology) and describe your reason for wanting to attend the school to which you are applying (Limit: 3000 characters):

Note: If you copy and paste text from other sources (such as Microsoft Word, WordPad, etc.), some special characters might be replaced with an inverted question mark or other special characters. Please review the text that you have pasted and remove the special characters.

I would like to attend Minnesota State University-Moorhead to receive an Associates Degree in Criminal Justice. As an Infantryman with previous medical experience I believe my military service in the National Guard has given me the skills to succeed as a law enforcement officer. My goal is to graduate from MSU-Moorhead with an Associate's degree then transfer to North Dakota State University and get my Baccalaureate in Criminal Justice. I believe this progression would give me an edge over other applicants applying for federal law enforcement positions in the FBI or DEA.

Tell our Education Counselors why you wish to attend your selected school. Please include information relating to the degree you wish to achieve, campus location, and why you selected your major. This may be filled out in a narrative format and may include stories. This information will assist in determining your approval eligibility for the selected campus.

certificate programs, and schools, as well as your official AARTS transcript. In addition, most colleges require official copies of standardized test results, such as Scholastic Aptitude Test (SAT), American College Testing (ACT), Graduate Record Exam (GRE), Graduate Management Admission Test (GMAT), and Test of English

Internet | Protected Mode: Off

Done

TA Request - Windo... Microsoft PowerPoi... Inbox - Microsoft O... Document1 - Micro...

2:48 PM

# Pre-Audit

TA Request - Windows Internet Explorer

https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

Search...

TA Request M State -

Education Benefits Online IMARC milBook Home Group Ed... USPFO WEB PAGES Army Knowledge Online ARNG Personnel Intranet ... GI Bill Benefits - Tuition A...

Page Safety Tools

school receives all documentation required for admission and for completion of a SA or Documented Degree Plan. Schools may require several weeks to make an admissions decision and to develop and process your SA or Documented Degree Plan once they have received all required documentation. **If you do not comply with this step, you will risk being placed on administrative Hold until the transcripts are received.** Official transcripts may include high school, military school, certificate programs, and schools, as well as your official AARTS transcript. In addition, most colleges require official copies of standardized test results, such as Scholastic Aptitude Test (SAT), American College Testing (ACT), Graduate Record Exam (GRE), Graduate Management Admission Test (GMAT), and Test of English as a Foreign Language (TOEFL) scores. You can access the "Request Transcript" link, from your Home page under "My Virtual Education Center" section; click on "Before You Enroll in a Course" link.

**Authorization to Release Academic Information and Transcript**

By submission of this Common Application for Admission, I give permission for my academic information to be shared as needed between U.S. Army,

If you missed any information on previous pages you will receive this red error message. You must complete these before moving to the next step.

☐ Please check this box granting GoArmyEd permission to publish your name on the GoArmyEd portal as a part of the GoArmyEd Student Recognition Program. GoArmyEd Soldiers may be recognized for academic excellence, administrative good standing, and graduating from a GoArmyEd school. (To learn more about the Student Recognition Program, click on the Student Recognition menu item.)

**Common Application Status** Information is incomplete, scroll to the top and select the appropriate tab to fill in missing required information.

- ☒ Prior Education Information
- ☒ Additional Information

☐ I certify that all information is true and complete.

Return to Homepage Save and Continue

Click Save and Continue

Accessibility Statement | Privacy Act | Helpdesk | Sitemap

© Copyright

Internet | Protected Mode: Off 100% 2:50 PM

TA Request - Windo... Microsoft PowerPoi... Inbox - Microsoft O... DocumentL - Micro...

# Submit Request

TA Request - Windows Internet Explorer

https://www.goarmyed.com/UserRegistration/TA\_Eligible\_Wizard.aspx?FastTrack=Y

GoArmyEd®

Welcome back, SGT Eric Rasmussen.

Request TA Benefits

Step 6: Submit Request

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
Step 4: Home School and Degree Plan ✓  
Step 5: Common Application ✓  
Step 6: Submit Request

Please verify and make any corrections if needed by clicking on the wizard steps. If you are satisfied with your application, please submit for final review and approval.

Submit for Approval Return to Homepage

Click Submit for Approval

If you missed any information on previous pages you will not see green check marks. You must complete Step 1 through 5 before moving on to the next step.

© Copyright

Internet | Protected Mode: Off

2:51 PM



# Registration Completion

The screenshot shows a web browser window titled "TA Request - Windows Internet Explorer" with the URL "https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx". The browser's address bar and tabs are visible. The GoArmyEd website header includes the logo, a welcome message for "SGT Eric Rasmussen", and links for "Helpdesk", "Logout", and a "Search" box. The main content area is titled "Request TA Benefits" and displays a progress list on the left with steps 1 through 5 marked as complete with green checkmarks. Step 6, "Submit Request", is the current step. A congratulatory message states: "Congratulations! You are now eligible to use Army Tuition Assistance. Select 'Return to Homepage' to exit the wizard." Below the message is a yellow button labeled "Return to Homepage".

TA Request - Windows Internet Explorer  
https://www.goarmyed.com/User\_Registration/TA\_Eligible\_Wizard.aspx

GoArmyEd®

Welcome back, SGT Eric Rasmussen.

Request TA Benefits

Step 1: TA Benefits Verification ✓  
Step 2: Training ✓  
Step 3: Statement of Understanding ✓  
Step 4: Home School and Degree Plan ✓  
Step 5: Common Application ✓  
Step 6: Submit Request

**Step 6: Submit Request**

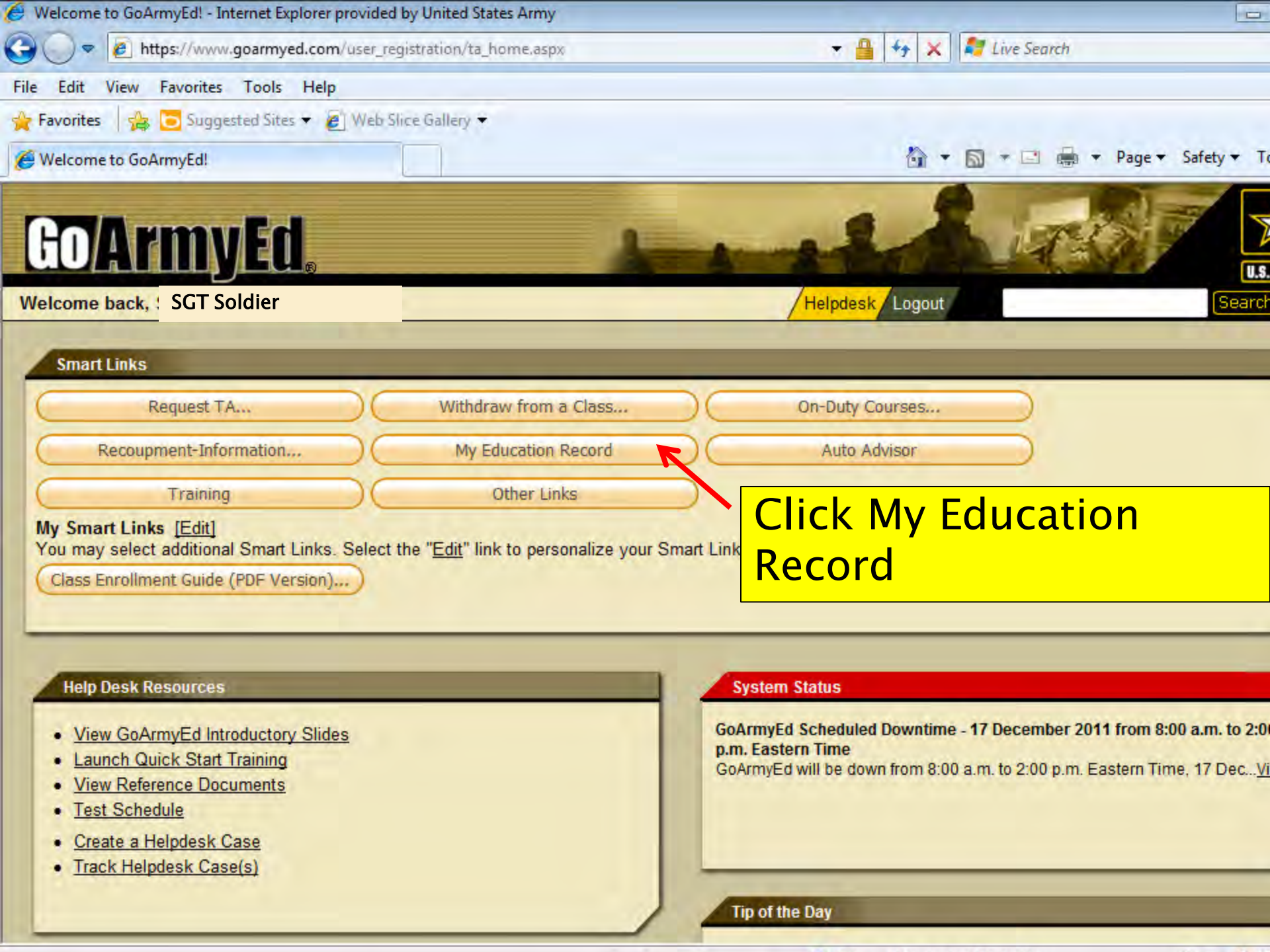
**Congratulations!**  
You are now eligible to use Army Tuition Assistance. Select 'Return to Homepage' to exit the wizard.

Return to Homepage

You have completed the registration portion of the GOARMYED Tuition Assistance request. At this point you must wait until your education counselor activates your GoArmyEd Account.

**You still need to complete additional steps before you can receive any funding.**

# Uploading documents into the GoArmyEd eFile



Welcome back, SGT Soldier

[Helpdesk](#) [Logout](#)

[Search](#)

## Smart Links

Request TA...

Withdraw from a Class...

On-Duty Courses...

Recoupment-Information...

My Education Record

Auto Advisor

Training

Other Links

Click My Education Record

## My Smart Links [\[Edit\]](#)

You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.

[Class Enrollment Guide \(PDF Version\)...](#)

## Help Desk Resources

- [View GoArmyEd Introductory Slides](#)
- [Launch Quick Start Training](#)
- [View Reference Documents](#)
- [Test Schedule](#)
- [Create a Helpdesk Case](#)
- [Track Helpdesk Case\(s\)](#)

## System Status

GoArmyEd Scheduled Downtime - 17 December 2011 from 8:00 a.m. to 2:00 p.m. Eastern Time  
GoArmyEd will be down from 8:00 a.m. to 2:00 p.m. Eastern Time, 17 Dec...

## Tip of the Day



- Home
- My Student Record
- My Virtual Education Center
- Tuition Assistance (TA) Policies
- Education Centers
- Student Recognition
- Earn a Degree or Credential
- Programs and Services
- Money for College
- GoArmyEd
- eArmyU
- College of the American Soldier
- Help

**Student Record (DA Form 669 - Army Continuing Education System Record)**

**Refresh** ?

Your current tab preference is **All**.

Note: To print the DA Form 669, select the 'All' tab and select the 'View/Print Student Record DA Form 669' button.

**Personnel** | **Educational** | **Support Summary** | **eFile** | **Test Scores** | **All**

**View/Print Student Record DA Form 669** | **Email Student Record DA Form 669**

To print the entire DA Form 669, expand the CRM and CTS Summary at the bottom of the page and then select the 'View/Print Student Record DA Form 669' button at the top of the page.

**Personnel**

**Student Information**

Name *	SGT Soldier
SSN *	-0478
Date of Birth *	01/01/1775
Account Created :	6/4/2011
Account Approved for TA :	6/6/2011
Initial TA SOU Date :	Not Available

- Related Links**
- Personnel**
- Account Information
  - Application Status
  - Change Password
- Educational**
- Army TA GPA Info...
  - Complete/Update Common Application
  - Degree Progress Reports...
  - Drop Request...
  - Hold History
  - Military Withdrawal Info...
  - Recoupment-Information...
  - Student Agreement/Degree Progress Reports
- Educational History**
- ARNG...
  - EDMIS...
  - GoArmyEd...
  - WEBS...
- Support Summary**
- Helpdesk Case Creation

You are required to upload four documents to the eFile

1. TA Annual SOU (if not uploaded already)
2. Student agreement AKA Degree Plan
3. Course Schedule for the current term
4. Billing statement for the term you are applying for

Welcome

Home

My Student Record

My Virtual Education Center

Tuition Assistance (TA) Policies

Education Centers

Student Recognition

Earn a Degree or Credential

Programs and Services

Money for College

GoArmyEd

eArmyU

College of the American Soldier

Help

☐ Make this tab your default. Your current tab preference is All.

Note: To print the DA Form 669, select the 'All' tab and select the 'View/Print Student Record DA Form 669' button.

Personnel Educational Support Summary eFile Test Scores All

[eFile Help](#)

**Student Information**

Name\*: SGT Soldier

SSN\*: -0478

**Existing eFiles:**

No eFiles associated to the record

**Upload eFile**

Change Password

**Educational**

Army TA GPA Info...

Complete/Update Common Application

Degree Progress Reports...

Drop Request...

Hold History

Military Withdrawal Info...

Recoupment-Information...

Student Agreement/Degree Progress Reports

Educational History

RNG...

EDMIS...

GoArmyEd...

WEBS...

**Support Summary**

Helpdesk Case Creation

Any uploaded documents will be shown here.



**Please upload all pages as 1 document. Documents must be in .pdf, .doc, .tiff, or .jpeg format. NO LINKS TO WEBSITES.**

Type in "Class Schedule" or "Tuition and Fees" for Title

Type in "Class Schedule term" or "Tuition and Fees term" for Description

Choose "Other" for "Class Schedule" or "Tuition and Fees" documents



**Please upload all pages as 1 document. Documents must be in .pdf, .doc, .tiff, or .jpeg format. NO LINKS TO WEBSITES.**

Type in "Degree Plan" for Title

Type in "Degree Plan" for Description

Choose "SOCAD Student Agreement/Documented Degree Plan" for Degree Plans

# Completing a Tuition Assistance Application in GoArmyEd

## Non-LOI School

# Request Tuition Assistance

The screenshot shows the GoArmyEd website interface. At the top, the GoArmyEd logo is on the left, and the U.S. Army logo is on the right. Below the logo, a welcome message reads "Welcome back, SGT Soldier". To the right of the welcome message are links for "Helpdesk" and "Logout", followed by a search bar. The main content area is titled "Smart Links" and contains several buttons: "Request TA...", "Withdraw from a Class...", "On-Duty Courses...", "Recoupment-Information...", "My Education Record", "Auto Advisor", "Training", and "Other Links". A yellow box labeled "HELPDESK" points to the "Helpdesk" link. Another yellow box labeled "Click Request TA..." points to the "Request TA..." button. Below the "Smart Links" section is a "My Smart Links" section with an "Edit" link and a description: "You may select additional Smart Links. Select the 'Edit' link to personalize your Smart Links." Below this is a link for "Class Enrollment Guide (PDF Version)...". At the bottom, there are two sections: "Help Desk Resources" with a list of links (View GoArmyEd Introductory Slides, Launch Quick Start Training, View Reference Documents, Test Schedule, Create a Helpdesk Case, Track Helpdesk Case(s)) and "System Status" with information about scheduled downtime on 17 December 2011. A "Tip of the Day" section is also visible at the bottom right. The browser's address bar shows "Internet | Protected Mode: On" and the status bar shows "Done".

**GoArmyEd**

Welcome back, SGT Soldier

Helpdesk Logout

Search

**Smart Links**

Request TA... Withdraw from a Class... On-Duty Courses...  
Recoupment-Information... My Education Record Auto Advisor  
Training Other Links

**HELPDESK**

**My Smart Links** [Edit]  
You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.  
Class Enrollment Guide (PDF Version)...

**Click Request TA...**

**Help Desk Resources**

- [View GoArmyEd Introductory Slides](#)
- [Launch Quick Start Training](#)
- [View Reference Documents](#)
- [Test Schedule](#)
- [Create a Helpdesk Case](#)
- [Track Helpdesk Case\(s\)](#)

**System Status**

GoArmyEd Scheduled Downtime - 17 December 2011 from 8:00 a.m. to 2:00 p.m. Eastern Time  
GoArmyEd will be down from 8:00 a.m. to 2:00 p.m. Eastern Time, 17 Dec...[View](#)

**Tip of the Day**

Internet | Protected Mode: On 100%



# Officers and Tuition Assistance

- Officers who choose to use TA will incur a 4-year Reserve Duty Service Obligation or RDSO for each TA funded course.
- Officers are not required to use TA prior to being eligible for STR.

## Soldier name

Search

Enroll

My Academics

my class schedule


add

drop

## Add Classes

1 2 3

## 1. Select classes to add

 Officers incur a Duty Service Obligation when using Federal Tuition Assistance. The obligation will be calculated from the end date of the last course for which Tuition Assistance is used based on Reserve and/or active/mobilized time served. By proceeding with this enrollment request, the officer accepts a (4) year Reserve Duty Service Obligation (RDSO) or two (2) year Active Duty Service Obligation (ADSO) for AGR officers.

The system has pre-populated your home school. If you would like to take a class from a different school, select the magnifying glass icon to search for the school. Complete the additional required fields and select Next.

\*School:

School of Army



\*Subject:

 (example: BIO)

\*Catalog Number:

 (example: 101)

\*Start Date:

   
(MM/DD/YYYY)

Next

Complete all lines with  
asterisk \*

Click Next  
Button

[View Historical TA Request Authorization Forms](#)

▼ Jul - Sep 2011 Class Schedule

You are not registered for classes in this term.

# Requesting Tuition Assistance

[Home](#)[Add to Favorites](#)[Close Window](#)

## TA Request

Upon entering the class information below, press the 'Submit' button to submit this data as an enrollment request. You will receive notification of approval or rejection of this request either via email or by returning to this page and viewing the Class Status. If you do not wish to submit this request, close the window without clicking the 'Submit' button below.

Once approved, the 'Print TA Request Form' button will become active allowing you to create a PDF request form. If you are unable to print the request form immediately after the PDF is created, you may click the 'Save a Copy' button on the PDF to save this form. Please be advised: if you are using a shared computer, save the PDF to a disk to ensure privacy.

**NOTE:**  
To drop this enrollment, update the Class Status to 'Dropped' and click the 'Submit' button.

To retrieve an existing request, click the 'Return to Search' button at the bottom of the page. Please do NOT press the 'Back' button on your browser.

To generate a new TA request, click the 'Add' button at the bottom of the page.

### Student Information

EmpID:		Soldier Status:	Guard
Name:	SGT Soldier		
Rank:		SSN:	-0039
Phone:		Email:	
Current PA Type:	Traditional eCourse	Original PA Type:	Traditional eCourse
PA Migration Date:	06/11/2011		
UIC Title / Code:	TITLE UNKNOWN / WPXTHD		
Geo Ed Center:	NG-Iowa Education Services Office		
Army Location:			

### Soldier Mailing Address

!

.

Scroll down

### School Information



# Enter Course Information

[Home](#)[Add to Favorites](#)[Close Window](#)

## School Information

School: WPU02 School of Army  
Degree Name: Master of Business Leadership  
Address: 987 School St  
Washington, DC 12345  
School Primary URL: www.school.edu School Secondary URL:  
POC Name:  
POC Phone: 515-555-5555  
POC Email: School@school.edu

## Class Information

\*Subject: MBL EX: HIST \*Start Date: 01/30/2012 Fiscal Year: FY12  
\*Catalog Nbr: 536 EX: 225 \*End Date: Control Number:  
\*Class Title:  
\*Instruction Mode: Degree Plan

## Class Cost

Select the Unit Type your school uses (semester hours, quarter hours, or clock hours). Enter Unit and Unit Cost and select the calculate cost button. To view the calculation formula select the 1.

Unit Type	Unit	Unit Cost	SH	SH Cost
Semester Hour	0.00	\$0.00	0.00	\$0.00

Additional TA-eligible Fees \$0.00 Additional Soldier Fees \$0.00

Total Class Cost \$0.00 Original Army Cost \$0.00 Original Soldier Cost \$0.00 Calculate Cost

☐ I intend to use State/Outside Funding  
☐ I intend to use Chapter 33 (Post Service)

Complete all lines with asterisk \*

If your school uses quarter hours or clock hours, change drop down to reflect. (Most schools use Semester Hours.)

Enter number of credits the class is.

Enter the cost per credit hour.

\*For schools that bill by the semester, take the tuition divided by the number of credits your are taking. Example: \$3,204 per semester / 12 credits = \$267 per credit hour

If applicable, enter fees that are associated with class only.

ENTRY HERE IS NOT NECESSARY!

The fields below are for any external funds that Soldiers receive outside of Federal Tuition Assistance. An example may be

# Submit Tuition Assistance Request

[Home](#)[Add to Favorites](#)[Close Window](#)

The fields below are for any external funds that Soldiers receive outside of Federal Tuition Assistance. An example may be state or VA benefits.

<b>State TA Funding</b>	<b>Outside Funding</b>	<b>Chapter 33 (Post 9/11)</b>
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Comments

<b>Reduction Amount</b>	<b>Reduction Reason</b>
<input type="text" value="\$0.00"/>	

<b>Final Adjusted Class Cost</b>	<b>Final Army Cost</b>	<b>Final Soldier Cost</b>
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

## Invoice Details

This enrollment has not yet been invoiced or, it was dropped/rejected prior to invoicing.

Invoice Details				Customize   Find	First  1 of 1  Last
	Invoice Number	Process Date	Status	Army Cost	
1				0.00	

## TA Request Status

\*Class Status:

Reject Reason:

Note: If there are additional comments please include them in the text box below.

Submit

Print TA Form

## Grade Information

Enter an official grade. If entering a non-standard grade, please specify grade type. If rejecting a TA request, select a drop-down reason or enter free-form comments.

Official Grade:

Click Submit

# Verify Tuition and Fees Cost

**GoArmyEd**

[Home](#)

[Add to Favorites](#)

[Close Window](#)

The fields below are for any external funding, state or VA benefits.

State TA Funding

\$0.00

Outside Funding

\$0.00

Comments

Reduction Amount

\$0.00

Reduction

Final Adjusted Class Cost

\$0.00

Final Army Cost

\$0.00


Final Soldier Cost



\$0.00

Invoice Details

This enrollment has not yet been invoiced or, it was dropped/rejected prior to invoicing.

Invoice Details

[Customize](#) | [Find](#) | 

First  1 of 1  Last

	Invoice Number	Process Date	Status	Army Cost
1				0.00

TA Request Status

\*Class Status:

Reject Reason:

Note: If there are additional comments please include them in the text box below.

[Submit](#)

[Print TA Form](#)

Grade Information

Enter an official grade. If entering a non-standard grade, please specify grade type. If rejecting a TA request, select a drop-down reason or enter free-form comments.

Official Grade:

Windows Internet Explorer



Tuition amount may be adjusted based on course level approved. (25000,734)

You must upload cost verification to your GoArmyEd e-File for this course and verify that all information provided on this TA Request Form matches the information in your school's course schedule. Valid cost verification may include one or more of the following: statement of tuition and fees from the school's catalog or Web site; screenshot from an online account with the school; an itemized receipt or a current invoice from the school. Failure to provide accurate information and cost verification will result in your TA Request being denied.

[OK](#)

**\*Make sure you upload your:  
Statement of Tuition and Fees,  
Class Schedule,  
and Degree Plan into your eFile.  
Without these documents your  
application will be rejected.**



# Verify Account Information

**GoArmyEd**

[Home](#)

[Add to Favorites](#)

[Close Window](#)

Please update your contact information if there has been any change.

**Note: Fields marked with an asterisk (\*) are required.**

## Mailing Address

If you are using an APO address, make sure you have selected APO in the City field and USA in the Country field. Any address containing a PO Box number must also include a valid street address. This restriction does not apply to individuals using the APO mail system.

Please do not include symbols or characters such as the pound sign (#), dashes (-), or any parentheses ( ) in your mailing address.

### Full Name

#### \*Address:

123 Army St

#### \*City

Washington

#### \*State

DC

#### \*Zip

12345

#### \*Country

USA

## Contact Information

**Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.**

#### \*Primary Telephone Number

651-282-4589

#### Phone 1

#### Phone 2

#### Preferred Email

ngmneducation@ng.army.mil

#### Alternate Email

Account Information Verified

Review your account information and click Account Information Verified.

\*Screen will only appear once per day.

# Confirmation of Submittal

The screenshot shows the GoArmyEd website interface. At the top, there is a navigation bar with links for Home, Add to Favorites, and Close Window. Below the navigation bar, the text "New TA Request (25000,716)" is displayed. A question is asked: "Would you like to submit a TA Request for another class?". Below this question are two buttons: "Yes" and "No". Two arrows point from the "Yes" and "No" buttons to a yellow box containing instructions. A Windows Internet Explorer dialog box is also shown, with a yellow warning icon and the text: "Your request has been submitted for review and you will be notified of the status through email. (25000,356)". Below the dialog box is an "OK" button. An arrow points from a yellow box labeled "Click OK" to the "OK" button. At the bottom of the screenshot, there is a large yellow box containing instructions about the approval process.

New TA Request (25000,716)

Would you like to submit a TA Request for another class?

Yes No

Windows Internet Explorer

! Your request has been submitted for review and you will be notified of the status through email. (25000,356)

OK

Click OK

Click Yes to add another class. If adding another class, return back to slide 37 and repeat process.

Click No if you are finished adding classes.

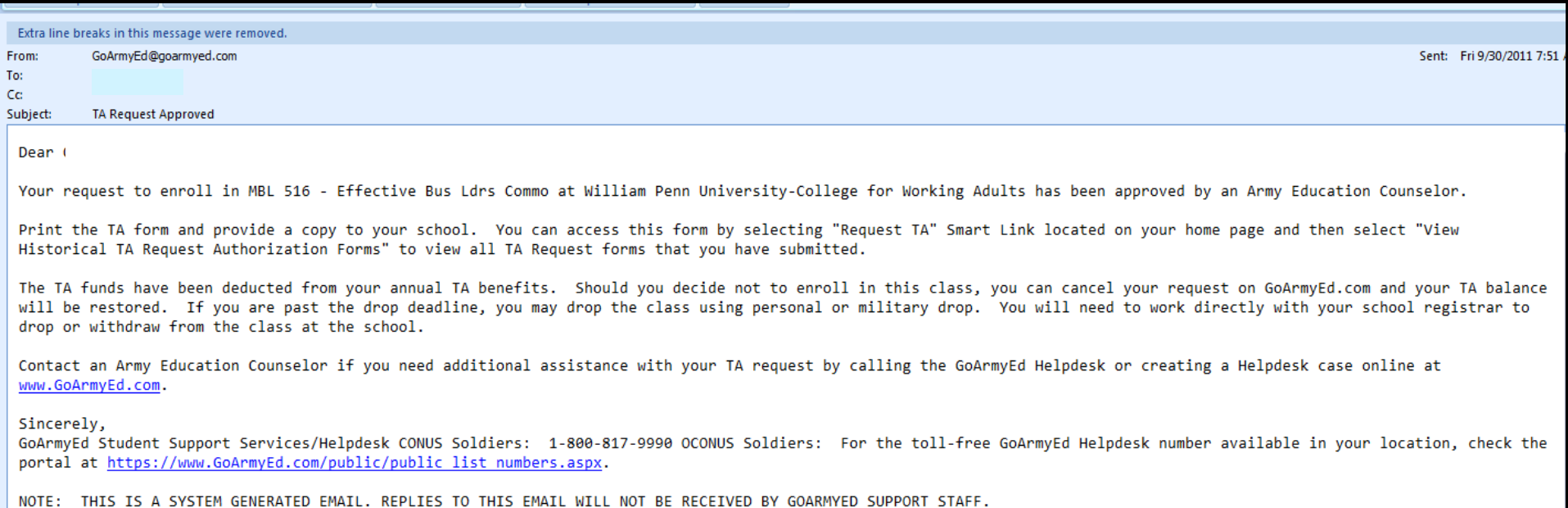
After all courses have been entered you have completed your Tuition Assistance application.

**You must wait for your approval email before you can generate the approval form you must provide to your school.**

# How to Generate Your Tuition Assistance Approval Form



# Soldier receives approval email from GoArmyEd



**Log onto your GoArmyEd  
account**

Smart Links

Request TA...

Withdraw from a Class...

On-Duty Courses...

Recoupment-Information...

My Education Record

Student Agreement/Degree Progress Reports

Training

Other Links

My Smart Links [Edit]

You may select additional Smart Links. Select the "Edit" link to modify your Smart Links.

My Education Center

Schools and Programs

GI Bill

Select Request TA

Help Desk Resources

- [View GoArmyEd Introductory Slides](#)
- [Launch Quick Start Training](#)
- [View Reference Documents](#)
- [Test Schedule](#)
- [Create a Helpdesk Case](#)
- [Track Helpdesk Case\(s\)](#)

Tip of the Day

**Green to Gold Scholarship Soldiers**  
Soldiers in the Army ROTC Green to Gold Active Duty Program are NOT eligible to receive Army Tuition Assistance (TA) for the current fiscal year.  
[View](#)

**Army Tuition Assistance (TA) FY11 End of Fiscal Year**

My Education

Home School: William Penn University-College for Working Adults - West Des Moines, IA    Degree Plan: External Degree Plan    TA GPA: Not Available

Distance Learning Courses:

No Distance Learning Courses found.

Classroom Courses:

Course Number	Title	College Name	Hours	Start	End	Evaluate	Class Type	Fund Type
---------------	-------	--------------	-------	-------	-----	----------	------------	-----------




## Your Name

[Search](#)[Enroll](#)[My Academics](#)[my class schedule](#)[add](#)[drop](#)

### Add Classes

[1](#) [2](#) [3](#)

#### 1. Select classes to add

 Officers incur a Duty Service Obligation when using Federal Tuition Assistance. The obligation will be calculated from the end date of the last course for which Tuition Assistance is used based on Reserve and/or active/mobilized time served. By proceeding with this enrollment request, the officer accepts a (4) year Reserve Duty Service Obligation (RDSO) or two (2) year Active Duty Service Obligation (ADS0) for AGR officers.

The system has pre-populated your home school. If you would like to take a class from a different school, select the magnifying glass icon to search for the school. Complete the additional required fields and select Next.

\*School:



\*Subject:

 (example: BIO)

\*Catalog Number:

 (example: 101)

\*Start Date:

   
(MM/DD/YYYY)

[Next](#)

Select "View Historical TA Request Authorization Forms"

[View Historical TA Request Authorization Forms](#)

▼ Jul - Sep 2011 Class Schedule

You are not registered for classes in this term.



# TA Search Request

**GoArmyEd**

[Home](#)





[Add to Favorites](#)

[Close Window](#)

## TA Request Search

To search for an existing TA request, enter search criteria and press the 'Search' button.

To look up the School, please click on the magnifying glass to the right of the School field and select one of the available values.

School:	<input type="text" value="WPU02"/>		School of Army
Subject Code:	<input type="text"/>		<i>EX: BIO</i>
Catalog Nbr:	<input type="text"/>		<i>EX: 225</i>
Start Date:	<input type="text"/>		
Class Title:	<input type="text"/>		
Geo Ed Center:	<input type="text"/>		
Submit Date:	<input type="text"/>		
Fiscal Year:	<input type="text"/>		

Search

Clear

**Select "Search"**


# TA Search Request Cont.

[Home](#)[Add to Favorites](#)[Close Window](#)

## TA Request Search


To search for an existing TA request, enter search criteria and press the 'Search' button.

To look up the School, please click on the magnifying glass to the right of the School field and select one of the available values.

School:   School of Army


Subject Code:  *EX: BIO*

Catalog Nbr:  *EX: 225*



Class Title:

Geo Ed Center:

Submit Date:  

Fiscal Year:

<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>    First  1 of 1  Last										
Name	Geo Ed Center	School	School Name	Subject	Catalog	Start Date	Status	Title	Submit Date	Fiscal Year
	<a href="#">NG-Iowa Education Services Off</a>	<a href="#">WPU02</a>	<a href="#">William Penn University- College for Working Adults</a>	<a href="#">MBL</a>	<a href="#">516</a>	<a href="#">10/10/2011</a>	<a href="#">Approved</a>	<a href="#">Effective Bus Ldrs Commo</a>	<a href="#">08/11/2011</a>	<a href="#">FY12</a>

Click any blue hyperlink

Place a checkmark in the box under the Print column for TA Requests that are in approved status that you wish to print on a single TA Request Report for your own records or to provide to a school. Please note that if you select Print for TA Requests offered by more than one school or fiscal year, a separate report will print for each school and only list the classes offered by that school. To drop or modify a TA Request, select the "Details" button for the TA Request you wish to change and make the change on the detailed TA Request Form with an active CAGE Code number for your school. If you choose to renew your CAGE Code with CCR, your expiration date will be updated within 24 hours in GoArmyEd.

## Student Information

EmplID: 0527990 [Current Degree Plan](#)  
 Name: SGT Soldier  
 Rank: SSN:  
 Phone: Email:  
 Current PA Type: Traditional eCourse Original PA Type: School of Army  
 PA Migration Date: 06/11/2011 Home School  
 UIC Title / Code: TITLE UNKNOWN / WPXTHD  
 Geo Ed Center: NG-Iowa Education Services Office  
 Army Location: Submission Date: 08/11/2011

## Soldier Mailing Address

1. Select "Print Select" Box

Print Select	TA Request Details	School	Class Status	*Class Level	Subject	Catalog Nbr	Class Title	Start Date	End Date	Drop Date	SH	SH Cost	TA- Eligible Fee	Soldier Fee	Final Army Cost	Final Soldier Cost
1 <input type="checkbox"/>	<a href="#">Details</a>		Approved	Graduate Level Course	MBL	516	Effective Bus Ldrs Commo	10/10/2011	11/14/2011		3.00	\$460.00	\$0.00	\$0.00	\$750.00	\$630.00

2. Select "Print TA Form"

Print TA Form

[Return to Search](#)

# This page will appear.

[Click here to view the report](#)



Select “Click here to view the report”



# ARMY TUITION ASSISTANCE AUTHORIZATION

## 1. APPLICANT DATA

A. Name (Last, First, M.I.)

B. SSN (Last Four)

C. Rank

SDN Number: ATA2WILMPNCWAN

D. Home School

E. Soldier Mailing Address

F. Phone Number

G. Email

H. UIC Title / Code

TITLE UNKNOWN / WPXTHD

## 2. SCHOOL SECTION

A. School / Degree Name

B. Address

C. School Primary POC

Name:

Phone

Email:

## 3. CLASS DATA

Class 1

A. Class Number

MBL516

B. Class Title

Effective Bus Ldrs C

C. Instruction Mode

Classroom Off-Post

D. Number of Semester Hours

3.00

E. Cost Per Semester Hour

\$460.00

F. Additional TA-Eligible Fees

\$0.00

G. Additional Soldier Fees

\$0.00

H. Soldier Intends to use State/Outside Funding

N

I. Soldier Intends to use Chapter 33 (Post 9/11)

N

J. Total Class Cost

\$1,380.00

K. Soldier Cost

\$630.00

L. Army Cost

\$750.00

M. Soldier Status

Guard

N. Class Start Date

10/10/2011

O. Class End Date

11/14/2011

P. Days of the Week

Mo

Q. Start Time

06:00 PM

R. End Time

10:00 PM

## 4. EDUCATION APPROVING OFFICIAL

A. Name

Scott Reisinger

B. Phone

515-252-4468

C. E-Mail

scott.j.reisinger@us.army.mil

D. Approval Date

09/29/2011

All information should be validated by the soldier.

The soldier can either save this document to the desk top and email the form to the School's Primary POC or print the form off and turn it into the Primary POC.

PLEASE CALL THE SCHOOL'S PRIMARY POC FOR DIRECTION.